



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ACCOUNTANT ASSOCIATE
3	Posting Number	PN# 109494 (4 POSITIONS)
4	Department	Department of Public Works & Engineering
5	Division	Resource Management Division
6	Section	Utility Customer Service
7	Reporting Location	4200 Leeland
8	Workdays & Hours	M-F; 7:30a-4:30p & 8:00a-5:00p*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Maintains accurate accounting records by preparing, entering or verifying financial transactions to adjust water/wastewater accounts. Audits water account refunds for accuracy before authorizing checks to be released before mailing. Reconciles accounts and identifies and prepares corrections by collecting and analyzing account information and analyzing accounting options for various water/wastewater adjustments. Maintains general and subsidiary ledgers and journals concerning adjustments made to water and/or wastewater accounts. May prepare, enter and approve fixed asset transactions to ensure accuracy and compliance with accounting procedures and City policies and standards. May talk with customers for additional information on adjustments. Assists with various clerical operations or special projects as required.	
10	<u>WORKING CONDITIONS</u> This position physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> No experience required. Four years of pertinent professional or para-professional experience may substitute for the Education requirement. An Associate's degree in Accounting, Business Administration or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None	
14	<u>PREFERENCES</u> Preference will be given to applicants with an Accounting/Financial degree. Experience in utility billing and adjustments; computer skills such as Microsoft Windows, Word and Excel. Excellent verbal, written and communication skills. Must have good analytical skills. Bilingual preferred.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation.	
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 14 \$861- \$1,159 Biweekly \$22,386 - \$30,134 Annually</div>	
18	<u>OPENING DATE</u>	March 22, 2006
19	<u>CLOSING DATE</u>	March 28, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	